

# Minutes

Subject:	Management Committee Minutes: 14 May 2019
Produced by:	Tony Moore
To:	Management Committee
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Present: Georgina Burchell (GB), Toby Cunningham (TCU), Oli Gray (OG),

Chair: Sophie Atherton (SA)

In attendance: Tony Moore (TM), Tim Cave (TCA), Josh Clare (JCL)

Apologies: Jenna Chapman (JC), Martin Marko (MM)

## Executive Summary

- Discussed Union Proposal to the University
- Discussed People HR contract
- Discussed publication of Pimp My Barrow video

## Action Points: Immediate

Required	Assigned
Points raised on wellbeing to be included in the proposal to the University	TCU
AHRC to conduct External Trustee interview with University's nominee	JC
Working group to be formed to review Procurement Policy	MM
Paper on consultation/communications strategy to be drafted	JC

## Action Points: Long Term

Required	Assigned
Other Universities' approach to campus catering to be investigated	TCU
MSL to be contacted at start of summer on website login issues; all arrivals staff to be adequately brief on guidance on login	JCL
International students not having UK bank accounts for Freshers/International Office to be lobbied to adopt INTO's practice of walking students over to bank	JCL
Events to be asked about working of extra capacity at Freshers/management of customer flow within existing capacity to be looked at	TCU
Push for representation at all Faculty Executives/SA to take-up FMH invitation	All
Wristband/ticket interface and Waterfront capacity at Freshers to be looked at	TCU

Catering price changes/significant product changes to be reported to Management Committee – Bars price proposals to be chased up	TCU
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## **MC 201 Minutes, Apologies, Matters Arising**

Minutes of the 25 and 30 April meetings were agreed.

SA noted the completed immediate action points.

TCU noted to OG that the proposal on funding for Student Minds would be in the mental health part of the finance paper to go to the University and would be for up to £8K.

JCL noted, on the five tab format for the website, that this was the standard but that, on occasions such as during elections, a sixth tab would be added.

The Committee noted on the long-term action points:

- Other universities' approaches to campus catering had yet to be investigated
- On the possibility of a 'Refreshers' type event, TCU reported that the possibility would depend on the availability of artists which would be limited at the particular time of year
- OG noted the sports policy to Council should have been taken off as the preparatory work had not been concluded in time to take to the last Council of the academic year
- The Committee asked JCL to take over the investigation of the website login issues
- On international students not having bank accounts in time for Freshers, the Committee concluded that it was not enough for the admissions working group to recommend sending an email out advising students to open bank accounts: the University should adopt INTO's practice of walking students over to the campus bank and showing them how to open an account
- On increasing capacity at Freshers, TCU reported that this had been made harder by the recent licensing issues but that management would look at the flow of early leavers during events and how to maximise numbers within the existing capacity
- SA to chase up invitation to present to FMH Executive on representation
- TCU to chase up Bars price proposals to bring to the Committee

## **MC 202 Operational & Key Relationship Update**

TCU

- Strategy/funding proposal for University meeting
- Prep for student staff meeting
- GDPR compliance
- LTC – University seem interested in MM's intervention as to Union provision for translation of guidance on cheating
- Action Plan review
- Reviewed Risk Register and commissioned an externally provided risk and legal compliance audit

- Coming up: University meeting on Union finances

#### GB

- Attended a Closing the Attainment Gap morning – noted the lack of diversity in the attendees
- LTC
- Alcohol Impact working group
- Coming up: interviews for STS student support staff and Changing the Culture meeting

#### OG

- A whole series of award ceremonies and UEA Got Talent
- SPAC discussed SAM
- Coming up – a new initiative – will be holding walk-in Presidents' Reviews – objective to identify any patterns of common problems that Clubs and Societies may have
- Do Something Different focus groups
- Committee Training – this year with wider staff input –Sports and Societies Executive elections are currently open with training of successful candidates ready to go

#### TCA

- Preparation of briefing paper for the upcoming meeting with the University on future finances

#### SA

- Sky House project board
- Sustainability Board – discussion on Extinction Rebellion – University interested in concept of climate and biodiversity emergency
- DOB rescheduled
- LTC
- Senior Officer Remuneration Committee
- Upcoming: meeting with incoming FTOs on Priority Campaigns and student staff meeting

#### JCL

- Initiated briefing for Charity team on weekly work schedule will include FTOs – and weekly Heads meeting
- Exploring rationale and process of Priority Campaigns with incoming FTOs
- Organising Eid prayer initiative with University and ISoc
- Upcoming meeting of the VC's task force on mental Health. The Committee discussed the relationship between the task force and the external Public Health England group, the involvement of both the Medical Centre and the UCU in both groups and the difficulty of recruiting the proposed support staff in time for the start of the next academic year.

#### CW

- Casework – investigation reports completed – under consideration
- ACAS training for Bars Managers
- GDPR compliance
- Review on police footage from recent report
- Workshop on mental health awareness and wellbeing

- Employment law update
- EandD update
- Reviewed Staff Savvy software as used in Venues with a view to usage across the organisation
- Reported one staff resignation

### **MC 203 Social Enterprise Updates**

None to report.

### **MC 204 Union Proposal to University**

TCU noted that the financial basis for the proposal was that surplus from trading would be roughly the same for the coming year but that it would not cover the increase in staff and legacy pension costs.

OG wondered as to the proposal, with regard to mental health support, as OG noted concerns that the extra twenty five in-School support workers might not be accessible to some students, and noted the Union might be able to play a role in linking up students in need of support with service provision. OG further noted that the Union played a key role in student transitioning.

TCU advised that the Schools and University Accommodation would see themselves as playing the key role in transitioning; whereas the Union's primary role was of helping students transition into a new social space. TCU advised that transition support was a multi-agency task.

TCU advised, as to overall wellbeing in the proposal, a role would be a proposed DSD coordinator.

OG thought that proposals such as the Faculty Engagement Coordinator positions could help to engage unengaged students and aid both transitioning and wellbeing.

JCL advised that the proposed Widening Participation post in Opportunities would produce the kind of data needed to identify the type of unengaged student that OG was referring to.

*The Committee asked that the proposals cited by JCL and OG be included in the Proposal under mental health and wellbeing.*

### **MC 205 Staffing**

CW reported that People HR had disputed the terms of the current agreement, where the cost was based on the average number of employees rather than the total number of employees in post.

CW advised that People HR had made it clear that their demands were non-negotiable and the increased cost to the Union would be around £5K.

CW advised the loss of data, if the contract were to be abruptly terminated, should be viewed as something to be avoided.

TCU advised that a possible extension of the Staff Savvy programme to the whole Union would bring many advantages in joined-up provision of: rotas, payroll, employee forum and HR. TCU advised that, originally, the Union had thought Staff Savvy, in its start-up phase, was too risky a proposition but that, as it had bedded down and expanded, it would be the best option.

*The Committee agreed that the Union should make the extra payment to People HR but would look at alternative HR service provision as a priority.*

## **MC 206 AOB**

### ***Pimp My Barrow***

The Committee discussed the overlap in job roles held by the Ethical Issues Officer who would be the incoming President of UEA TV.

*The Committee concluded the Ethical Issues Officer had used SOC facilities to publish a video response to the cancellation of PMB and the matter should be considered by SOC at its next meeting.*

SA to take the officer contract and media protocol to SOC to inform the discussion.

## **MC 207 Time, Date and Place of next meeting**

1.30 pm, 28 May, Room 1